



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING
400 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403
TELEPHONE: 615-313-4700 FAX: 615-741-4165
TTY: 1-800-270-1349
www.state.tn.us/humanserv/

BILL HASLAM
GOVERNOR

RAQUEL HATTER, MSW, Ed.D.
COMMISSIONER

October 17, 2013

Dear Colleague:

The Division of Rehabilitation Services will be changing the Letters of Understanding that we currently use to a new Letter of Agreement that all vendors currently doing business with the Division will need to sign. Information on the new letters and the procedures for applying to provide services for DRS clients will be discussed in a series of meetings to be held across the state. A schedule of the meetings and the locations can be found below. It is mandatory that any vendor wishing to do business with DRS attend at least one of the meetings. Copies of the new documents will be available for your review prior to the meetings and information on how to access them available in a forthcoming e-mail. All current Letters of Understanding will expire on December 31, 2013.

The vendor meetings will be held as follows:

| DATE | CITY | ADDRESS | TIME | EDT/CDT |
|-----------------------------|--------------|---|-------------------|---------|
| Tuesday, October 29, 2013 | Smyrna | Tennessee Rehabilitation Center 460 Ninth Avenue, Smyrna TN 37167 | 1 pm – 3 pm | CDT |
| Wednesday, October 30, 2013 | Jackson | Lowell Thompson State Office Building, 225 Martin Luther King Boulevard – 1st Floor | 10 am – 12 pm. | CDT |
| Thursday, October 31, 2013 | Memphis | Department of Human Services Office 170 N. Main Street - 2nd Floor | 9 am – 11 am | CDT |
| Monday, November 4, 2013 | Cookeville | Tennessee Rehabilitation Center 955 E. 20 th Street- Conference Room | 10 am – 12 pm | CDT |
| Tuesday November 5, 2013 | Johnson City | Department of Human Services Office 905 Buffalo Street- Video Conference Room | 10 am – 12pm | EDT |
| Wednesday, November 6, 2013 | Knoxville | Knoxville Department of Human Services Office 2700 Middlebrook Pike , 2nd Floor Excellence Conference Room | 9 am – 11 am | EDT |
| Thursday, November 7, 2013 | Chattanooga | AIM Center, 472 W. M. L. King Blvd | 9 am - 11 am | EDT |

If your program has a newsletter and/or website, we would appreciate this announcement being included in your communication.

Thank you for your contributions to our service provision efforts. If you have any questions or need any further information, please contact Valerie Caldwell-Buford at 615-253-3968.

Sincerely,

Yovancha Lewis-Brown
Director TN Vocational Rehabilitation Program
Division of Rehabilitation Services